

MINUTES OF MEETING OF BOARD OF PUBLIC WORKS OF JUNE 4TH, 1936.

The Board of Public Works met in the offices of the Board, Union Trust Building, Baltimore, on Thursday, June 4th, 1936,

Present -

Harry W. Nice, Governor.
Wm. S. Gordy, Jr., Comptroller.
Hooper S. Miles, Treasurer.

Mr. Wm. H. Blakeman, State Budget Director, attended the meeting.

The following recommendations made by Mr. Blakeman, Mr. Daniel L. Clayland, 3rd, and Mr. McCusker, were submitted to the Board for its consideration -

*St. Dept. of
Public Welfare*

MEMORANDUM OF RECOMMENDATIONS MADE BY THE UNDERSIGNED IN CONNECTION WITH ESTIMATES SUBMITTED TO THE BOARD OF PUBLIC WORKS BY THE BOARD OF STATE AID AND CHARITIES FOR SALARIES AND EXPENSES REQUESTED TO BE APPROPRIATED FROM STATE FUNDS FOR AID TO THE NEEDY FOR THE YEAR APRIL 1ST, 1936 TO MARCH 31ST, 1937.

On page 3 of the proposed Budget, the salary of one Secretary-Stenographer should be eliminated, one of these employees having resigned, and it being the thought of the undersigned that the remaining Secretary-Stenographer would be able to take care of the secretarial and stenographic work of the Executive Secretary's office.

It is recommended that the salary of the Chief of the Division of Field Supervision be \$3,000.00 instead of \$3,500.00, as contained in the estimated Budget.

It is recommended that the position of Assistant Chief be eliminated entirely.

It is recommended under the heading "Division of Training and Personnel" that the four positions listed be eliminated entirely, but that two employees be allotted to this Division, one at a salary of \$2,500.00, the other at a salary of \$960.00, and that these employees work under the direction of the Director of Social Work Department.

On page 5, under the heading "Division of Child Welfare", it is recommended that the position of Chief be eliminated, and that the work of this Division be looked after by the Children's Worker and the Stenographer, who will work under the supervision of the Director of Social Work Department.

Under the heading of "County Case Work Supervision", on page 5, it is recommended that two of these employees be eliminated, which would cut the salary provided in half, the remaining two employees being responsible to the Director of the Social Work Department.

Under the heading of "Division of Statistics", on page 6, it is recommended that the position of Chief Statistician be eliminated. It is understood that this employee is on leave at the present time, and that her work is being done by the Statistical Assistant. We understand that one of the employees listed as a Clerk, with a salary of \$1,200.00, payable out of the regular Budget expects to leave the Department. It is recommended that this position be not filled after the employee leaves.

Under the heading "Miscellaneous" on page 6, it is recommended that the three employees listed be eliminated.

Under the head of "Field Auditing", on page 7, it is recommended that one employee, receiving a salary of \$1,470.00, be eliminated.

Under the heading of "Accounting and Disbursing", on page 7, Sub-headings "Senior Clerks", "Junior Clerks" and "Stenographers", it is recommended that this department be reorganized with eliminations resulting in a reduction in salaries of \$3,700.00.

Under the heading "Other Salaries", on page 7, it will be noted that one of the Telephone Operators is a temporary employee, and that she will not be retained after June 1st, 1936. It is recommended under the Sub-heading "Supplies and Inventory" that one of these positions be eliminated.

Under the heading of "Department of Business and Finance", on page 8, it is recommended that the position of Warehouseman, Temporary to 5/31/36, be eliminated. It is also recommended that no provision be made for Janitor Service after the Department moves from its present quarters to an office building where Janitor Service will be included in the rent to be paid for the space to be occupied.

Under the heading of "Operating Expenses", on page 10, Sub-heading "Traveling", it is recommended that the allowance for this expense be reduced from \$13,500.00 to \$12,000.00.

Under the sub-heading "Communication Service" it is recommended that the allowance for this item be reduced from \$5,400.00 to \$4,500.00.

Under the sub-heading "Miscellaneous", it is recommended that this allowance be reduced from \$2,000.00 to \$1,000.00, by eliminating special services and expenses for purposes of research studies and surveys. The recommendations made above will result in eliminating from the set-up submitted by the Board of State Aid and Charities for salaries and expenses on a yearly basis the sum of \$28,296.00.

It is understood that the Board of Public Works took action on salaries for the Director of Social Work Department and Administrative Assistant of the Department of Business and Finance, reducing the salary in both instances from \$4,000.00 to \$3,600.00. These reductions on a yearly basis will reduce the yearly Budget to the further extent of \$800.00

Respectfully submitted,

.s. Wm. H. Blakeman

.s. J. O. McCusker.

S. D. L. CLAYLAND JR

In connection with the foregoing memorandum, the following tentative Budget for the Board of State Aid and Charities was submitted -

BOARD OF STATE AID AND CHARITIES

Salaries

Chairman of Board	\$1,500	
Executive Secretary (\$6,000 per annum)	5,280	
Secretary Stenographer		\$1,200.
Chief Clerk	2,200	
Secretary (pensioned)	950.	
Junior Clerk	1,200	
	<u>\$11,130</u>	<u>\$1,200</u>

Social Work Department

Director of Social Work		\$4,000
Secretary Stenographer		1,140
Assist on Training and Personnel		2,500
Stenographer		960
Assist on Field Supervision		3,000
Statistical Assistant		1,800
Stenographer		960
Assist on Child Welfare	\$2,200	
Statistical Clerk	1,026	
Stenographer		960
Assistants, County Case Work (2)		4,200
Statistical		1,300
Clerk		1,020
Stenographer		884
Librarian		1,200
Office Boy		780
	<u>\$3,226</u>	<u>\$24,704.</u>

Business and Financial Department

Administrative Assistant		4,000
Head Field Auditor		2,700
Field Auditors (4)		6,660
Disbursing Officer		2,100
Chief Accountant		1,920
Senior Clerks (3)		4,120
Junior Clerk		900
Stenographer		960
Telephone Operators (2)		2,000
Supplies and Inventory Clerk		1,320
Mailing Clerk.		1,044
Mimeograph Operator		960
Messenger		936
		<u>29,620</u>

Commodity Distribution Department

Head Warehouseman		2,500
Warehouseman (2)		2,280
Clerk		960
Stenographer		1,040
		<u>\$6,780.</u>

Salaries and Wages

\$14,356.

\$62,304.

↑
From regular State Budget
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BOARD OF STATE AID AND CHARITIES

ExpensesExpenses of Board Offices

Travel	\$2,000
Travel (Board Members)	1,000
Communication	1,000
Supplies	250
Printing	200

\$4,450

Expenses of Relief Organization

Travel	\$12,000.
Communication	4,500.
Stationery, etc.	3,500.
Rent	7,000.
Miscellaneous (Moving etc.)	1,000.
	<u>\$28,000.</u>

Commodity Distribution

Warehouse Rent	2,200.
Heat, Light and Power	365.
Freight	300.
Travel	7,200.
Packing	250.
Telephone and other communications	160.
Stationery and Supplies	250.
	<u>\$10,725.</u>

Total expenses	\$4,450.		\$38,725.
	From	From	
	Reg.	Emergency	Total
SUMMARY	St. Budget	Taxes	
Salaries and Wages	\$14,356.	\$62,304.	\$76,660.
Expenses	4,450.	38,725.	43,175.
From regular State Budget	\$18,806.		
From Emergency Relief Tax Income plus grants		\$101,029	
TOTAL OPERATING BUDGET (Annual Basis)			\$119,835.

After discussion of the Budget of the Board of State Aid and Charities for relief purposes, the Secretary was instructed to forward to the Board of State Aid and Charities copies of the memorandum of recommendations and the tentative budget, and advise the said Board that the Board of Public Works was of the opinion that the expenses of the Board of State Aid and Charities should be limited to the tentative budget and that while the Board of Public Works was of the opinion that the budget as set-up in tentative form would be adequate in all respects, the Board would be willing to consider recommendations from the Board of State Aid and Charities for amendments to the tentative budget provided the maximum amount did not exceed the sum of \$101,029. 00, payable from relief taxes, it being understood that any revision would have to be submitted to the Board of Public Works for its approval before being authorized.

Mr. Blakeman advised the Board of the progress of work at the Executive Mansion, Annapolis, and stated that the work was getting along in good shape.

State Employees

The Board considered the question of employment of people by State Institutions and Departments where payment of salaries of said employees would be made from funds received from the United States Government. It was agreed that these funds when received by the State would be regarded as State funds as far as their expenditure was concerned, and that the same procedure would be followed in the employment of persons where the pay arises out of such funds as is followed in cases where employees are paid out of revenue, which is originally State revenue.

The employees would have to be certified by the State Employment Commission, and be subject to the rules and regulations issued by that Commission. The Budgets of State Departments and Institutions to which money received from the United States Government is credited should be amended to distribute the money to the various items of the department's Budget appropriate to their expenditure when disbursed.

The Board approved bills of Ritchie, Janney, Ober and Williams, and Mullikin, Stockbridge and Waters, in the amount of \$750.00 each, covering counsel fees for opinions rendered as to the legality of the Emergency Reconstruction Bond Issue of 1936, Issue of June 1st, 1936, in the amount of \$1,500,000.00.

The Secretary read to the Board the letter addressed to the Board on May 29th, 1936, by Mr. F. W. Besley, State Forester, in connection with 3400 acres of land offered to the State by

the County Commissioners of Cecil County, the land to be used for forest purposes and a park.

The Board deferred action in the matter until it could give it further consideration.

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The following letter dated May 27th, 1936 from Montrose School for Girls, was read and considered -

MONTROSE SCHOOL FOR GIRLS

Reisterstown, Md.
May 27, 1936.

Mr. Joseph O'C. McCusker,
Board of Public Works,
Annapolis, Maryland.

My dear Mr. McCusker:

I have your letter of the 18th, instant telling me of the \$2100.00 which has been allocated to this institution for repairs which is broken down into several items.

I appreciate the fact that this money is not available until later on. However, there are three important items in this breakdown that should be taken care of as early as possible. I am sure you will appreciate my reasons.

Repairs to fences are necessary that we may pasture our cows this summer as we are unable to do so at the present time, necessitating, of course, much more food to be bought and also the consumption of hay which should be sold. We attempted and hoped to get the fences entirely constructed during the time of the W.P.A. workers in the Spring of '35. They did not complete the work and I have been unable to get them back. Therefore we are left in an unfinished condition.

The painting of the water tank is necessary as soon as possible as that is deteriorating fast with rust.

The repairing of the kitchen range was stressed to be completed before the hot weather came as we have a hotel range cooking for the big dining room for more than 100 people. The ventilation is such that it makes the kitchen almost unbearable with heat during the summer. My recommendation was for the \$96.00 to be used for a hood and a ventilator to take out the hot air and odors from the kitchen.

These three things are the most important items of the 7 which go to make up the \$2100.00. The others can easily wait until early Fall. If it is possible for us in some way to at least repair the fences and kitchen range, I will be very appreciative.

Will you kindly let me know in regard to this?

Very truly yours,

/s/ Edith P. Gardner.
Superintendent.

EPG:A

The Board agreed that the work outlined should be done as recommended by Mrs. Gardner, Superintendent, instead of waiting until grant money would be available.

The following letter dated May 27th, 1936, from Mr. Henry P. Hopkins, was read and considered -

HENRY P. HOPKINS
ARCHITECT

10 E. Mulberry St.
Baltimore, Md.

May 27, 1936.

Mr. William S. Gordy, Comptroller,
Comptroller's Office,
Annapolis, Maryland.

Re: Admissions Building,
Eastern Shore State Hospital
Cambridge, Maryland.
St. File No. Md. 1623-R

Dear Mr. Gordy:

The Board of Managers of the Eastern Shore State Hospital has requested me to make application from the Board of Public Works for an additional expenditure of \$195.00 for covering exposed pipes in the ceilings of the Strong Rooms in the new building at the Hospital.

Both Dr. Carey and Dr. Preston believe there may be the possibility of a patient throwing a sheet around these pipes and committing suicide.

There are eight rooms throughout the building that have exposed pipes on the ceiling which, as above stated, will cost \$195.00.

Very truly yours,

/s/ Henry Powell Hopkins,

Architect.

HPH:MKW

c.d. Dr. Chas. J. Carey, Superintendent.

The Secretary was advised to instruct Mr. Hopkins to include this work as part of the expenditure of \$10,000.00 authorized at a previous meeting of the Board for repairs and improvements.

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The following letter dated May 26th, 1936, from Spring Grove State Hospital was read and considered -

SPRING GROVE STATE HOSPITAL

May 26, 1936.

Mr. U. O. McCusker, Secretary,
Board of Public Works,
Union Trust Building,
Baltimore, Maryland.

Dear Sir:-

In accordance with the provisions of the Resolution of the Board of Public Works, dated March 24th, 1936, the authority of the Board is hereby requested to increase the salary of one of the employees of this Institution for the following reasons:

Name of Employee - Garland Gartrell
Classification - Assistant Pantryman
Present Salary - \$45.00 per month
Recommended increase to \$58.50 per month.

Mr. Gartrell has been employed in his present position for several years and by his conscientious and efficient application to his duties, he has proven himself to be a valuable employee in his department. He is often used as a relief cook, when the regular cooks are off duty, and is efficient as a cook. He is in charge of the cutting and distribution of all the meats used in the Hospital and distributes food to the various dining rooms and kitchens. He assumes most of the supervision of the kitchen of the Central Building where food for 800 or more patients and employees is prepared. He also operates our canning department during the canning season.

The Institution has grown in population in recent years, adding greatly to the duties of the two pantrymen in charge of the distribution of food, but there has been no increase in the number of these employees. Therefore, the duties are divided so that they both have more nearly equal responsibilities. The head pantryman is paid \$63.00 per month, and it is desired to adjust the salary of the assistant pantryman to correspond more nearly with that of the other employee in this department.

The amount necessary to meet this increase will be transferred from the budget item for the salaries of cooks, in which a surplus now exists, due to changes in personnel.

It is requested that this increase be allowed as of May 16th, 1936.

Yours very truly,

/s/ S. W. Weltmer

Superintendent.

BCG/O

The Board approved the request of the Spring Grove State Hospital for increase in the salary of Garland Gartrell, as outlined in their letter.

The following letter from Springfield State Hospital, dated May 27th, 1936, was read and considered -

SPRINGFIELD STATE HOSPITAL

Sykesville, Md.
27 May, 1936.

State Board of Public Works,
1000 Union Trust Building,
Baltimore, Md.

Gentlemen:

Last July 27th we had a chimney on the West side of "C" Cottage at the Women's Group which was damaged by lightning. As the chimney was in such condition as to be dangerous to anyone passing near the building it was necessary to have the damage repaired immediately.

There was a sub-contractor working on our New Dormitory being built at that time and we had him do the work immediately, and paid him out of our Budget Item No. 65 \$120.00. It is understood that the Insurance Company has settled and this amount is subject to disbursement by the Board of Public Works.

As stated we have paid for the repairs and it is requested the Board authorize reimbursement of our appropriation under budget item no. 65.

Very truly yours,

Springfield State Hospital

/s/ A. H. Rehbein, Clerk.

The Board approved the request of the Hospital that the sum of \$120.00 be transferred from the insurance item in the Contingent Fund of the Board of Public Works to the Budget of the Springfield State Hospital, item no. 65.

The following letter from Dr. Victor F. Cullen, Superintendent, Maryland Tuberculosis Sanatorium, dated May 29th, 1936, was read and considered -

MARYLAND TUBERCULOSIS SANATORIUM
STATE SANATORIUM, MD.

May 29th, 1936.

Mr. J. O. McCusker, Secty.,
Board of Public Works,
Office of Finance,
Annapolis, Md.

Dear Mr. McCusker:-

I am herewith enclosing you a report of the financial condition of the four Tuberculosis Sanatoria, under the supervision of our Board of Managers.

We had figured that we would have sufficient money to carry us through, barring extra-ordinary expenditures; as, in the eight months expenditures, there was \$9,000.00 in bills carried over from last year.

Our Coal account has run over \$1,600.00, due to the extreme winter and to the lateness of the spring.

The Maryland Casualty man was here and he has condemned a 20 Horse Power, Single Phase Motor as unfit for use, and they will not insure it. The report on this is in the State Treasurer's office, and he recommends that we put a 3 Phase Motor in its place.

This Single Phase Motor has been in use since 1908 and the Fields are gone.

The changing over to put in a 3 Phase Motor will require two $37\frac{1}{2}$ K.W. Transformers at a cost of \$243.08 each.

We have had to get a new Water Pump which cost us \$95.00.

One of our Reservoirs was upheaved by the frost last winter, and the repair bill was \$200.00.

The estimates on putting concrete floors in our Shacks by the Architect and the contractors was \$15,000.00.

We have gotten through on the \$12,000.00; and, in addition, had to make a six-room apartment to take care of one of our Doctors who has just gotten married.

If there is any way possible to get about \$3,000.00, we would appreciate it, as these expenditures are going to count up to \$2,871.16, so that we will not have anything to carry over for another year.

With kindest regards, I remain

Yours very sincerely

/s/ Victor F. Cullen

The Board approved the allocation of \$3,000. from the 1936 Reserve Fund to the 1936 Budget of the Maryland Tuberculosis Sanatorium, to cover the several items outlined in Doctor Cullen's letter.

Leases

The Secretary brought to the attention of the Board the fact that the offices used by the State Survey Commission in the Union Trust Building, which had been leased by the Commission from the Union Trust Company to September 30th, 1936, have been vacated by the Commission.

The Secretary was instructed to communicate with the Union Trust Company and request them to find other tenants for the space, so that the State would be relieved of the expense of the rent.

The following letter dated May 28th, 1936, from Springfield State Hospital, to the Board of Public Works, was read and considered -

SPRINGFIELD STATE HOSPITAL

Sykesville, Md.

May 28th, 1936.

Mr. Joseph McCusker, Secretary,
Board of Public Works,
Annapolis, Md.

Dear Mr. McCusker:-

The Board of Public Works at its meeting of March 24th, 1936 approved the use of \$17,000.00 for improvements to the heating system at Springfield State Hospital. The meeting of May 20th, 1936 approved a contract with Wallace Stebbins & Sons for main lines from the power plant to the various hospital groups. This calls for an expenditure of \$13,941.55. The Board of Managers desires to use the balance of the \$17,000.00 for the purchase of materials and installations necessary in connecting the main lines to the various buildings within the groups. By purchasing material and using hospital labor, it is believed that far more can be accomplished with the funds available than would be possible by a contract.

I enclose herewith an estimate covering the expenditure of this balance of the \$17,000.00 and a copy of the letter from Elmer E. Hammond, Chief Engineer, showing his approval. I would appreciate your advice as to the wishes of the Board of Public Works in this matter.

Very truly yours,

/s/ Ira A. Darling, M.D.
Superintendent.

IAD:LFC
Enc. 2

The Board approved the request contained in the foregoing letter.

The following letter from the State Department of Forestry, dated June 3rd, 1936, was read and considered -

STATE DEPARTMENT OF FORESTRY

June 3, 1936.

Mr. J. O. McCusker, Secretary,
The Board of Public Works,
Annapolis, Maryland.

My dear Mr. McCusker:-

Approval is requested for the purchase of two tracts of land in Garrett County, the locations of which are shown on the attached maps, and they are described, as follows:

Approximately 74 acres of woodland from Miss Gertrude Browning, at \$10.81 per acre. This tract is particularly desirable, because it gives control of Herrington Creek at a point where a large dam is to be built, creating a lake on State Forest land, and besides, giving access to the Cranesville County Road. This is a considerably higher price than has been paid per acre for land in the section of the Swallow Falls Forest, but after extended negotiations, it is the lowest price that can be secured. This land is necessary to enable us to construct a dam, 750 feet long and 15 feet high, at Herrington Creek, creating a lake of 52 acres on the State Forest, highly desirable for recreational purposes, together with the construction of a road from the Cranesville Road to the north side of the lake. The project has been approved as part of our C. G. C. construction program to be carried through entirely with Federal funds.

Approximately 65 acres of land, at \$2.00 per acre, bordered on three sides by the Savage River State Forest, and belonging to the Crowe heirs. This is highly desirable in blocking in our forest holdings and is at the same price as paid for adjacent land.

Both of these tracts have been surveyed and carefully examined and fully recommended for purchase from money now available in the Forest Reserve Fund. It will be necessary to have the titles examined and deeds approved by the Attorney General. Early action of the Board is desired to enable us to complete this before the options expire on July 18th, 1936.

Very truly yours,

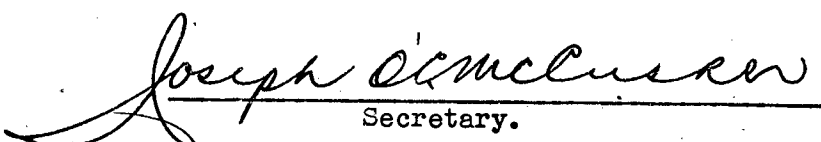
/s/ F. W. Besley,

State Forester.

FWB/w
Inc. maps.

The Board approved the requests of the State Forester for the purchase of the land described in the letter of the State Department of Forestry, dated June 3rd, 1936, as outlined above.

There being no further business, the meeting adjourned.


Secretary.